

**Frequently Asked Questions (FAQs) about
Seat Time Waiver Program Testing – Fall 2011
MEAP, MEAP-Access, and MI-Access**

1. What are the MEAP, MEAP-Access, and MI-Access responsibilities of schools that are granted seat time waiver programs?

Schools operating seat time waiver programs are responsible for ensuring that all students enrolled in their schools (and in seat time waiver programs) are tested on initial test dates within the same guidelines as all other Michigan students.

2. Are there any differences between testing students in seat waiver programs and testing all other students in public schools?

The same assessment guidelines and rules apply to all students regardless of program.

3. Are seat time waiver students included in the school district's accountability calculations?

Yes. All accountability rules and guidelines apply to seat time waiver programs.

4. Must school districts operating seat time waiver programs use current school buildings to test students?

The school district should integrate students, such as Blended Learning students, who attend classes part time into the school building in which they attend classes. For students who receive 100% of their learning within the seat time waiver program, the school district may use classrooms available within their assigned school or use an off-site facility as a testing location. When an off-site location is considered it must be approved by the Office of Standards & Assessment (OSA). A form for proposing an off-site location can be found on any of the fall assessment websites (www.michigan.gov/meap; www.michigan.gov/meap-access; and www.michigan.gov/mi-access). Proposals must be submitted by October 1, 2011.

5. Our school district accepts students as part of the schools of choice program. Some students live in surrounding counties . If a student lives at a distance from the school district, may the school district set up a test center at another location?

Yes. As specified above, a school district may complete a proposal for an off-site location which will be considered by OSA. All costs associated with an off-site location shall be paid by the school district.

6. Must test administrators and proctors at off-site locations meet the certification criteria in the *Assessment Integrity Guide*?

Yes. All test administrators and proctors must meet the qualifications in the *Assessment Integrity Guide*.

7. Must school districts adhere to the Assessment Schedule published on the MEAP, MEAP-Access, and MI-Access web sites?

Yes. The school district must expect all seat waiver students to test on initial test dates. The school district should make this requirement clear to parents and students as they enroll in a seat time waiver program. Students who do not participate in testing will adversely affect school and district accountability calculations.

8. What happens if a student is absent due to illness on the initial test date?

The school district should make provisions for students who are absent due to illness to make-up tests missed. School districts may not give parents/guardians a choice of initial test dates. Seat time waiver students are expected to participate in testing on the initial test dates. Students who do not participate in testing will affect the school and district accountability calculations.

9. Can students with disabilities enrolled in seat waiver programs take MEAP-Access and MI-Access?

MEAP-Access and MI-Access are administered to students with Individualized Education Programs (IEPs). If a seat time waiver program student has an IEP that indicates MEAP with accommodations, MEAP-Access, or MI-Access is the appropriate assessment, then the school district should plan to administer the IEP-specified tests, and any IEP-specified accommodations, as outlined in the IEP.

10. Do the same testing guidelines apply for Section 504 Plan and ELL students?

All BAA guidelines for testing students apply to seat time waiver students.

11. Where will test materials be shipped for students in seat time waiver programs?

Test materials will be shipped to the school's physical address (as listed in the Educational Entity Master (EEM)) for all students enrolled in that school, regardless of whether the student participates in a seat time waiver program.